Job Title: Court Administrator

Department: Municipal Court

Immediate

Supervisor: Presiding Municipal Court Judge

Origination Date:	07/01/2001
Revision Date:	07/01/2008
Job Grade	611
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, directs, and supervises all court operations excluding judicial duties. Provides administrative support to the Presiding Municipal Court Judge by serving as an Executive Court Officer.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Provides oversight of all non-judicial functions by ensuring that the judicial branch services are available, sustainable, efficient, effective, and compliant with directives such as state statute, rules of court, and administrative order; serving as the primary liaison to the executive and legislative branches of government on matters involving the judicial branch; identifying organizational objectives; anticipating future consequences and trends; resolving complex problems; assigning projects and programs; establishing strategic priorities; developing and maintaining an awareness of customer requirements; analyzing organizational successes and failures; ensuring equitable and fair treatment of staff; making formal presentations; succession planning; selecting and retaining highly motivated staff; working cooperatively with representatives of other agencies and departments; maintaining political awareness; providing feedback; and serving as an advisor to the presiding judge and other decision makers.
2	S	Provides leadership in support of operations of the judicial branch of government at the municipal level by promoting an inspired vision and sense of purpose; fostering healthy debate and open dialogue among staff; facilitating healthy organizational change; promoting brainstorming and the development of new ideas; promoting and communicating core values and expectations; developing professional working relationships; negotiating and settling differences; building consensus and promoting common ground; pushing teams for results; championing the creative ideas of team members; coaching and mentoring team members; explaining origin and reasoning behind key policies, practices, and procedures; and promoting a positive work environment.

	Physical Strength Code	ESSENTIAL FUNCTIONS
3	S	Ensures the sufficiency and availability of resources needed to support and perform the constitutionally mandated operations of the judicial branch of government at the municipal level by forecasting future resource needs; identifying, interpreting and acting upon key performance indicators; participating in the municipal Capital Improvement Plan; preparing and presenting the judicial branch budget; providing justification for resources requested; demonstrating accountability for assigned resources; managing contractual services; ensuring compliance with applicable procurement policy; preparing and presenting financial reports; preparing agreements; developing and presenting recommendations for fees associated with judicial branch operations.

JOB REQUIREMENTS:

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Formal Education /	Work requires broad knowledge in a general professional or technical field.
Knowledge	Knowledge is normally acquired through four years of college resulting in a
Knowledge	Bachelor's degree or equivalent.
Experience	Minimum five years experience in a related field.
Certifications and	Valid Driver's License, Criminal Background Investigation and
Other Requirements	Fingerprints, and must be bondable.
Reading	Work requires the ability to read and understand legal and law related
Reading	documents, statutes, ordinances, and high-level correspondence at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, fractions, trends, forecasting, word problems, statistical and financial analysis.
Writing	Work requires the ability to write staff reports, executive summaries, issue papers, correspondence, council reports, contracts, grant submittals, intergovernmental agreements, RFP's, contractual service agreements, ordinances, policy and procedure manuals, court orders, develop new forms, employee evaluations, and council action forms at college level.
Managerial	Semi-Complex - Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Policy/Decision	Significant - The employee normally performs the duty assignment
Making	according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight; however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Substantial - Has responsibility for final approval of a department's
	budgetary recommendations to a Deputy City Manager/City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	Moderate - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	 ☑ Making presentations ☑ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O □ F □ C	 ☒ File drawers ☒ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	 ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☐ Calibrating equipment 	Climbing	□ N □ R □ O □ F □ C	⊠ Stairs □ Ladders ⊠ Step stools □ Onto equipment
Walking	□ N ⊠ R □ O □ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	☑ Supplies☑ Equipment☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavyequipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	☑ Supplies☑ Equipment☑ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☑ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N ⊠ R □ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	☑ Paperwork☑ Monies	Hearing	□ N □ R □ O ⋈ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⋈ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⋈ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	'		,

Dhysical Damanda (continua	J)								
Physical Demands (continue	a)								
Machines, Tools, Equipment	and Work	Aids:							
Telephone, fax machine, calculator, cou	rtroom recordin	g equipment, n	nicrop	hone, ele	ctronic white	board (Smartboard), e	electro	nic overhead
camera (ELMO), credit card machine, d	vd player, video	otape player, sh	redde	r, time clo	ock, dating de	evices,	copier, stapler	, hole p	ounch, and
cash drawer.									
Computer Equipment and S	oftware:								
Personal computer, printer, AZTEC cou	rt automated sy	stem, scanner,	Laser	fiche scan	ning applicat	ion, Na	viline finance	applic	ation, Lotus
Notes, Microsoft Office applications (W	ord, Excel, Pov	verpoint)., and	Adob	e Acrobat					
Environmental Factors:									
Environmental Condition	ons	Never	Sea	sonally	Several T Per Mor		Several Ti Per Wee		Daily
Extreme temperature (heat, cold, extreme temp. changes fr	om outside	\boxtimes							
work)									
Wetness and/or humidity (bodily discomfort from moisture)		×							
Respiratory hazards (fumes, gases, chemicals, dust and di	rt)	X							
Noise and vibration (sufficient to cause hearing loss)		×							
Physical hazards				□					
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u>)	aggressive			\boxtimes					
Health and Safety Condition	ıs:								
Health and Safety Conditions	N = Never	R = Rarel	У	O = Oc	casionally	F =	Frequently	C =	Constantly
	Never	Less than		1/3 01	more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek	the	e time	of	the time	t	he time
Mechanical hazards		<u> </u>			<u> </u>				
Chemical hazards	X								
Electrical hazards	X	ᆜ			<u> </u>		<u> </u>		<u> </u>
Fire hazards	X								
Explosives	×								
Communicable diseases		X			<u> </u>				
Physical danger or abuse Other (specify)		⊠							
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle		<u> </u>			<u> </u>		<u>u</u>		<u> </u>
Recreation Centers/Neighborhoo	d Centers								
☐ Outdoors ☐ Other (Specify)									
— Onier (Specify)									
Protective Equipment Requi	red:								

Job Demands

Overall Strength Demands:

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			×	
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		\boxtimes		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment			×	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
b Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.